



# District of Columbia Army National Guard

## Technician Announcement

Announcement Number: 05-717



<b>APPLICATION MUST BE FORWARDED TO:</b> Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED NLT</b> <b>20 JANUARY 2005, 1600HRS</b>	<b>OPENING DATE:</b> <b>7 February 2005</b>	<b>CLOSING DATE:</b> <b>OUF</b>
	<b>Position Title, Series, Grade, Salary Range</b> Lead Military Pay Technician, 70347000 GS-0203-07 - \$35,452 - \$46,088 GS-0203-06 - \$31,903 - \$41,474 GS-0203-05 - \$28,620 - \$37,211	
	<b>Selectee will be assigned to a compatible military position.</b> <b>Military Duty Assignment:</b> 42 A/F/L, 44C, 92A, 92Y, 92Z	
<b>Position Location:</b> USPFO, DCARNG Washington, DC 20003-1719	<b>Appointment Status</b> <input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Competitive	
<b>AREA OF CONSIDERATION:                      TECHNICIAN:</b> <b>Group III</b> (Individuals who possess the necessary qualifications for the military membership in DCARNG) <b>Permanent Change of Station:</b> Relocation expenses will not be paid to Technician		
<b>Special Remarks:</b> <a href="http://dcng.ngb.army.mil/">http://dcng.ngb.army.mil/</a>		
<b>INSTRUCTION FOR APPLYING:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents must be current. <b><u>No binders please.</u></b>		
<b><u>TECHNICIAN REQUIRED DOCUMENTS:</u></b> 1.) OF612 or SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
<b>Condition of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Technician Employment Questions:</b> SMSgt Rebecca Towns, 202-685-9779 or DSN 325-9779.		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (OF612, SF171, and resume). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

**Technician Announcement Number:** 05-717

**Position:** Lead Military Pay Technician, 70347000

**Brief Description of Duties:**

Distributes and administers the workload among employees primarily working at the GS-06 level. Estimates and reports on status and expected completion time of work. Performs spot checks of work and discusses errors with employees and amends or rejects work not meeting standards. Acts as liaison between Defense Finance & Accounting Services (DFAS), Operating Locations (OPLOC), and other higher headquarters on sensitive and unusual issues. Advise lower-graded individuals on procedures and policies assisting them in completing more difficult assignments. Makes standard and non-standard pay submissions in all disciplines of the pay entitlements section. Administers and utilizes Active Duty and Reserve military pay, computerized accounts payable, individual travel, and civilian pay systems. Examine and compute payments in accordance with applicable statutory and regulatory guidelines. Performs pre-validation of obligations for all disbursements citing funds for other fiscal stations. Performs other duties as assigned.

**Qualifications:** GS-07

**General Experience:**

Administrative or clerical experience, education, or training which demonstrates the applicants ability to make arithmetic computation, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

**Specialized Experience:**

Must demonstrate twelve (12) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements (GS-7)**

- A. Knowledge of military pay regulations and procedures.
- B. Ability to compute pay actions.
- C. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay actions.
- D. Ability to make difficult interpretations of established guidelines to process pay inquiries.
- E. Ability to meet deadlines and work under pressure.

**Qualifications:** GS-06

**General Experience:** Same as GS-07

**Specialized Experience:**

Must demonstrate nine (9) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements (GS-6)**

- A. Knowledge of military pay regulations and procedures.
- B. Ability to compute pay actions.
- C. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay actions.
- D. Ability to make extensive record searches and determine corrective actions.

**Qualifications: GS-05**

**General Experience: SAME AS GS-07**

**Specialized Experience:**

Must demonstrate six (6) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements (GS-5)**

- A. Knowledge of military pay regulations and procedures.
- B. Ability to compute pay actions.
- C. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay actions.
- D. Ability to explain and interpret regulations.

**Current Unit assignment, MOS/SSI and Military grade must be included on application.  
Incomplete application will not be considered for employment.**